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Office of the Chief Financial Officer
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EmpowHR - Version 9.0
Section 14 - Report Functions

PUBLICATION CATEGORY
HR and Payroll Processing

PROCEDURE MANUAL
EmpowHR

SECTION 14
Report Functions

Table of Contents

Latest Update Information

The following changes have been made to the Reporting procedure:

Section	Description of Change
Reporting Procedure Manual	Procedure document has been updated in accordance with updates to the ***NFC Home Page*** (***http://www.nfc.usda.gov***).

Report Functions

The EmpowHR menu contains various reports. Each report contains links that perform the following functions:

- Report Manager
- Process Monitor

Note: Fields marked with an * (asterisk) indicate required fields.

The ***Reporting Tools*** option allows users to run, create/build, and manage queries. This option also allows the query result to be sent to an Excel spreadsheet and to be exported to a file.

Report Manager

This is a view-only function and displays a list of any reports that have been created in EmpowHR.

To Use Report Manager:

1. Select the ***Reporting Tools*** menu group.
2. Select the ***Report Manager*** component. The Report Manager page - List tab is displayed.

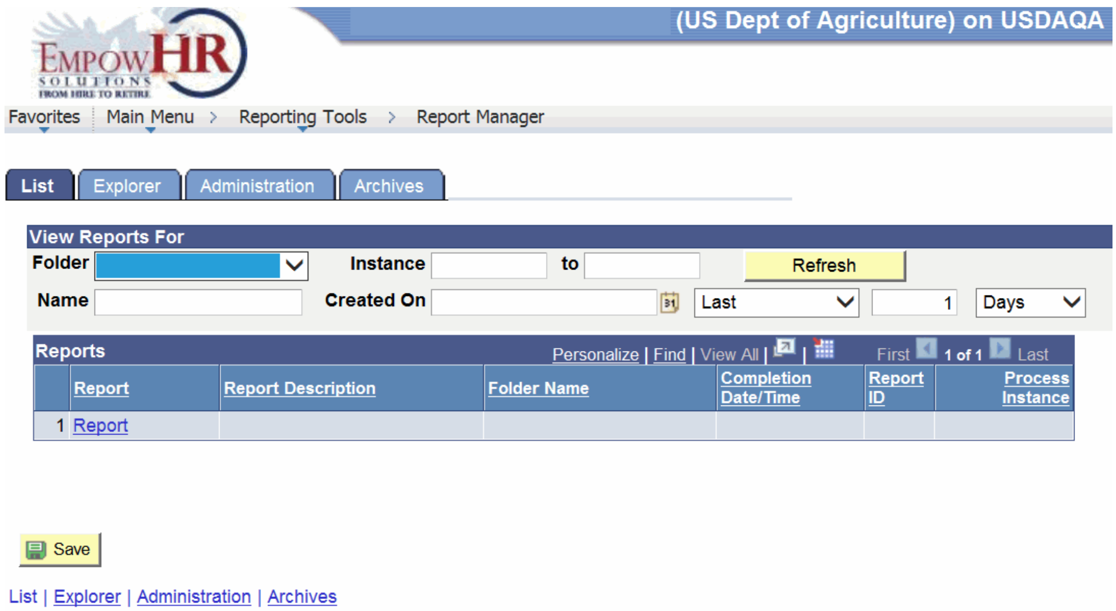


Figure 1: Report Manager Page - List Tab

3. Complete the fields as follows:

View Reports For	Instruction
Folder	Select the name of the folder from the drop-down list.
Instance	Enter the beginning number of the instance.
to	Enter the ending number of the instance.
Name	Enter the name of the person who created the report.
Created On	In the first part of the field, enter the date the report was created or select a date from the calendar icon. In the second part of the field, click the down arrow to select either **Last** (to enter the applicable number in **Days**, **Hours**, **Minutes**, or **None** to be included in the viewing of the report) or select **Date Range** (to select the applicable **From** and **To** dates to be included in the viewing of the report).

Reports	Description
Report	Populated with the reports available for the search criteria entered.
Report Description	Populated with the description of each report available for the search criteria entered.
Folder Name	Populated with the applicable folder name.
Completion Date/Time	Populated with the date and time the report was created.
Report ID	Populated with the report identification (ID).
Process Instance	Populated when the report was created.

4. Click **Refresh** to refresh the page and search for additional reports.

5. Select the ***Explorer*** tab. The Report Manager page - Explorer tab is displayed. This option displays a list of reports that were created by the user. If no reports were created, the page will display *No Reports To Display*.

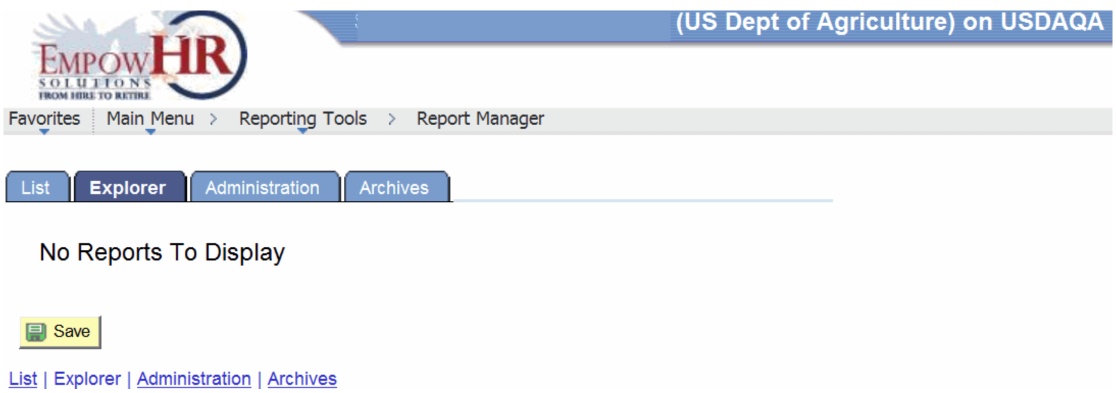


Figure 2: Report Manager Page - Explorer Tab

6. Select the ***Administration*** tab. The Report Manager page - Administration tab is displayed.

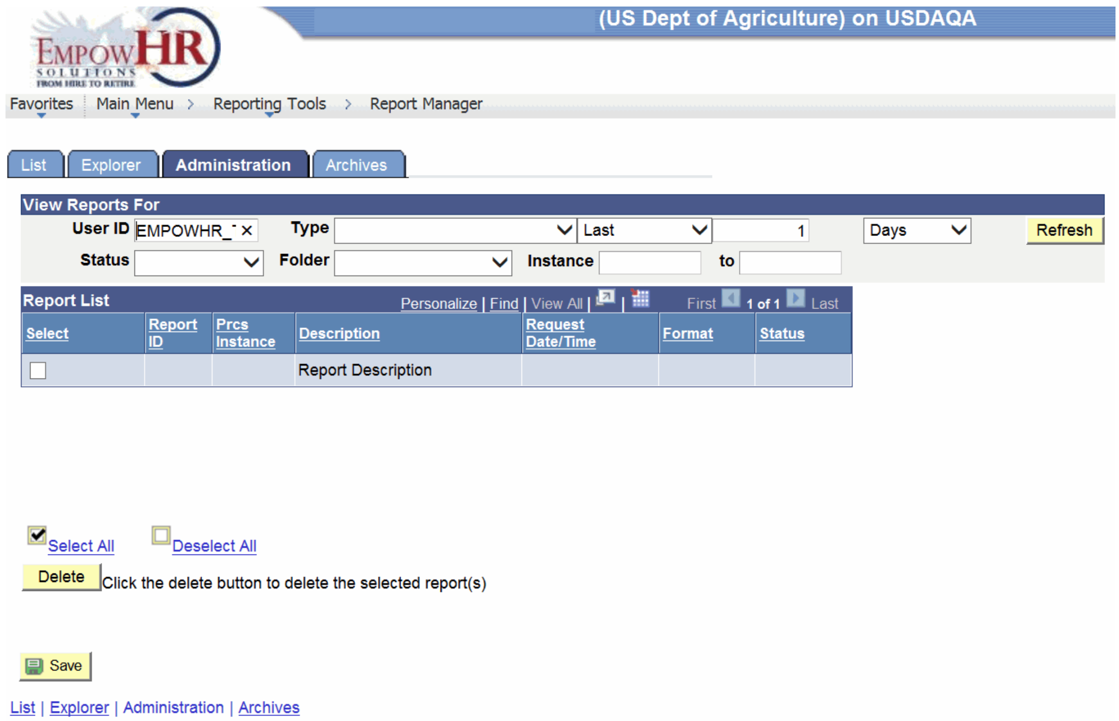


Figure 3: Report Manager Page - Administration Tab

7. Complete the fields as follows:

View Reports For	Description/Instruction
User ID	Populated with the user ID from the EmpowHR sign-on. The ID represents the person who generated the report.
Type	In the first part of the field, select the applicable type of software used to format the report from the drop-down list. In the second part of the field, click the down arrow to select either **`Last`** (to enter the applicable number in **`Days`**, **`Hours`**, **`Minutes`**, or **`None`** to be included in the viewing of the report) or select **`Date Range`** (to select the applicable **`From`** and **`To`** dates to be included in the viewing of the report).
Status	Select the applicable status from the drop-down list.
Folder	Select the applicable folder name from the drop-down list.
Instance	Enter the beginning number of the instance.
to	Enter the ending number of the instance.
Report List	**Description/Instruction**
Select	Check this box to select the report.

Report ID	Populated when the report was created.
Prcs Instance	Populated when the report was created.
Description	Populated with the description of the report.
Request Date/Time	Populated with the date and time the report was created.
Format	Populated with the format that was used to create the report.
Status	Populated with the status of the report.

8. Select the ***Archives*** tab. The Report Manager page - Archives tab - Report tab is displayed. The Report tab is a view-only tab.

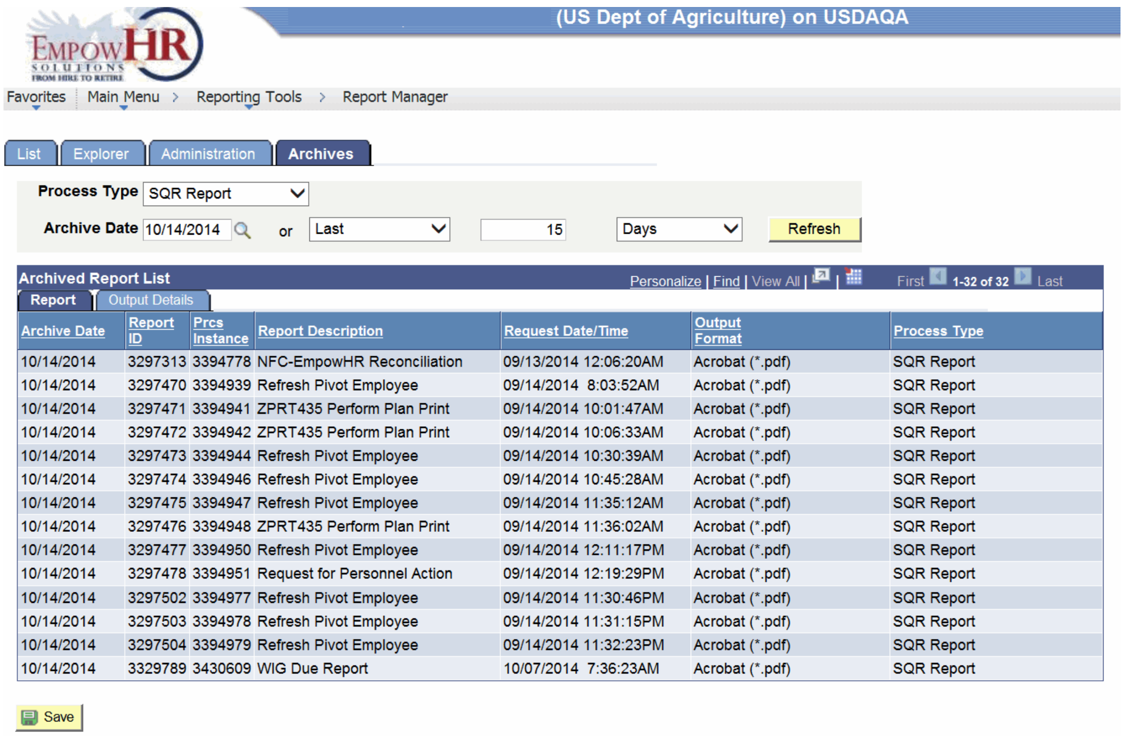


Figure 4: Report Manager Page - Archives Tab - Report Tab

9. Select the ***Output Details*** tab to view the details of the report(s). The Report Manager page - Archives tab - Output Details tab is displayed. The Output Details tab is a view-only tab.


(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Reporting Tools > Report Manager

List | Explorer | Administration | Archives

Process Type SQR Report

Archive Date 10/14/2014 or Last 41 Days Refresh

Archived Report List — Personalize | Find | View All | First Last

Report | Output Details

Archive Date	Report ID	Prcs Instance	Report Directory	Output Directory
10/14/2014	3297313	3394778		USDAPRD/20140914/3297313
10/14/2014	3297470	3394939		USDAPRD/20140914/3297470
10/14/2014	3297471	3394941		USDAPRD/20140914/3297471
10/14/2014	3297472	3394942		USDAPRD/20140914/3297472
10/14/2014	3297473	3394944		USDAPRD/20140914/3297473
10/14/2014	3297474	3394946		USDAPRD/20140914/3297474
10/14/2014	3297475	3394947		USDAPRD/20140914/3297475
10/14/2014	3297476	3394948		USDAPRD/20140914/3297476
10/14/2014	3297503	3394978		USDAPRD/20140914/3297503
10/14/2014	3297504	3394979		USDAPRD/20140914/3297504
10/14/2014	3329789	3430609		USDAPRD/20141007/3329789

Save

List | Explorer | Administration | Archives

Figure 5: Report Manager Page - Archives Tab - Output Details Tab

10. Click **Save**. The report parameters are saved (i.e., Process Type).

Process Monitor

The Process Monitor is used to access the Process List page. This option allows authorized users to view the status of a submitted process request.

This option allows users to specify the location where a process or job will run and the format used for the output.

To Complete the Run Function:

1. On any EmpowHR report, click **Run**. The applicable Process Scheduler Request page is displayed.

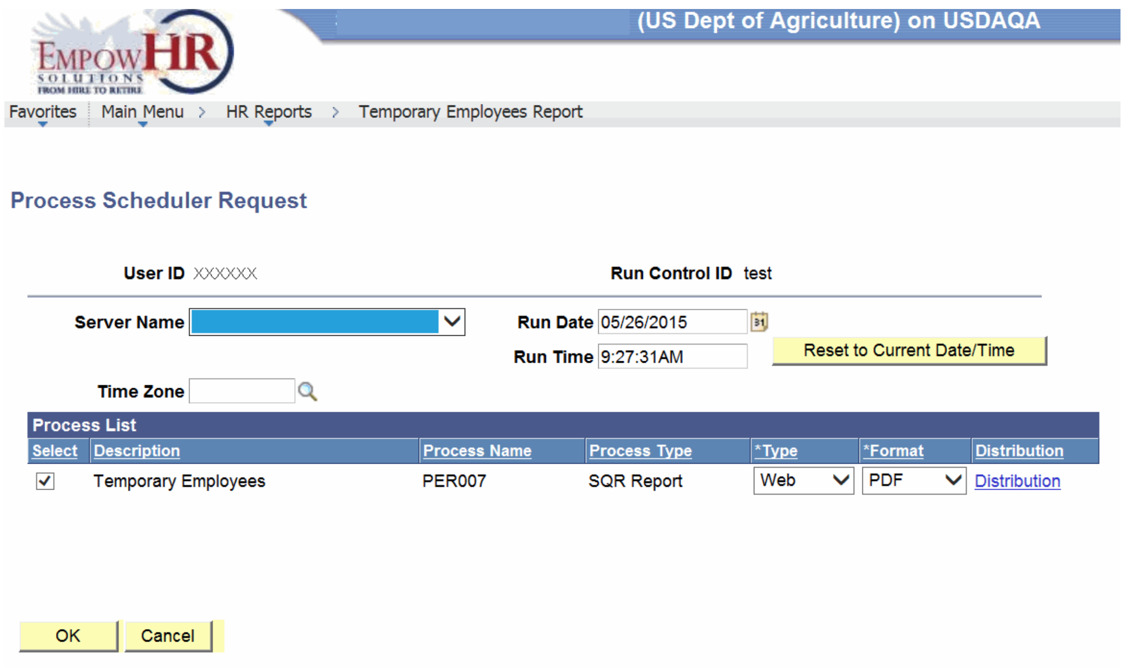


Figure 6: Process Scheduler Request Page

2. Complete the fields as follows:

Field	Description/Instruction
User ID	Populated with the applicable user ID.
Run Control ID	Populated with the name of the report being run.
Server Name	Select the applicable server name from the drop-down list.
Run Date	Defaults to the current date. To change the date, select a date from the calendar icon.
Run Time	Defaults to the time the report is run. Select **`Reset To Current`**

Field	Description/Instruction
	`Date/Time` to retrieve the current date and time for the report.
Time Zone	Time zone for the running of the report. Select data by clicking the search icon.
Process List	**Instruction**
Select	Check this box to select the report. Uncheck if applicable.
Description	Select this column to sort by description.
Process Name	Select this column to sort by process name.
Process Type	Select this column to sort by process type.
***Type**	Required field. Select this column to sort by type.
***Format**	Required field. Select this column to sort by format.
Distribution	Select this column to sort by distribution type.

3. Click **OK** to return to save the information entered.

   At this point, the following options are available:

Step	Description
Click **Cancel**	Returns to the selected report option page.
Click **Distribution**	Displays the Distribution Detail page.

To Use the Distribution Detail Page:

This Distribution Detail page allows the user to distribute the report to one or more persons that have access to reports.

1. On the applicable Process Scheduler Request page, click **Distribution**. The applicable Distribution Detail page is displayed.

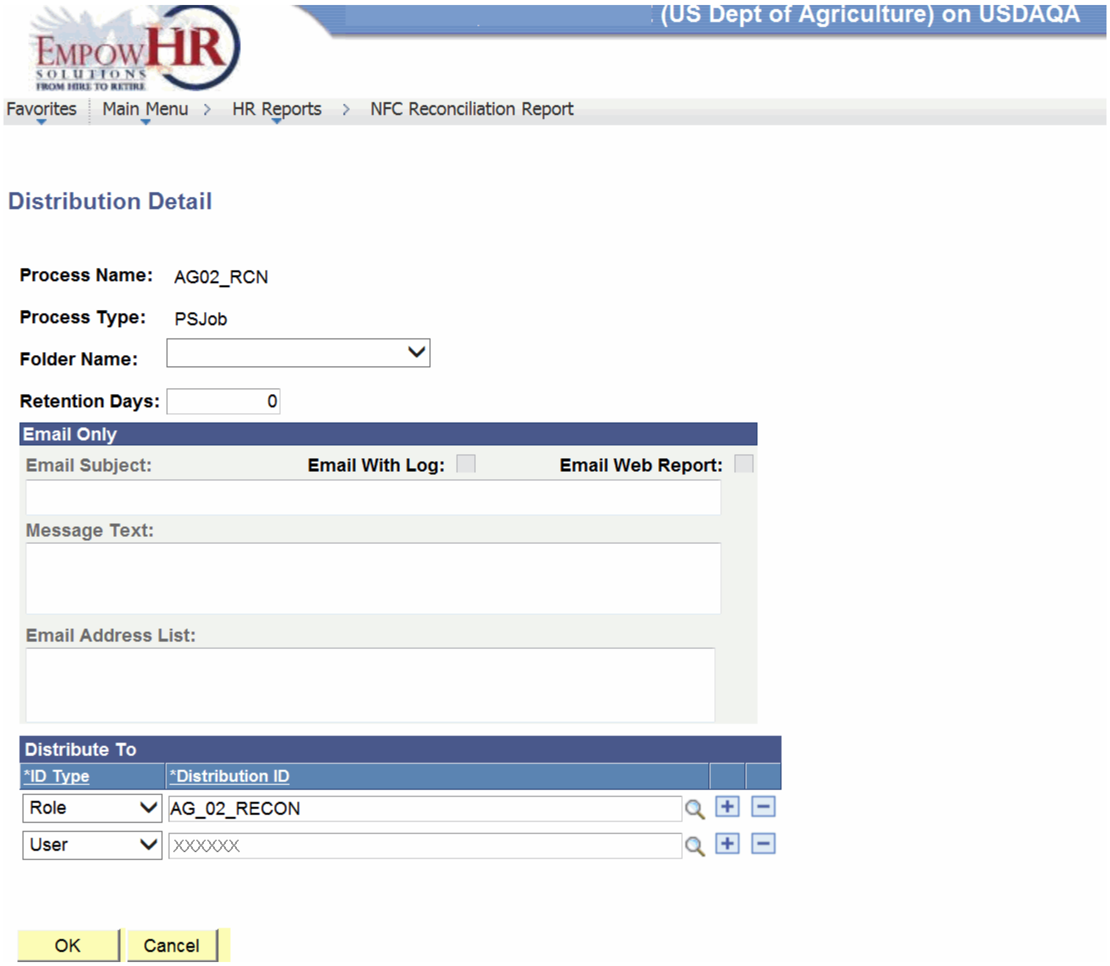


Figure 7: Distribution Detail Page

2. Complete the fields on the Distribution Detail page as follows:

Field	Description/Instruction
Process Name	Populated from the Process Scheduler page.
Process Type	Populated from the Process Scheduler page.
Folder Name	Select the applicable folder name from the drop-down list.
Retention Days	Type the number of days to retain the report data.
Email Only	**Instruction**
Email Subject	Type the subject of the email.
Email With Log	Check this box to include the log information in the email.

Field	Description/Instruction
Email Web Report	Check this box to send the report via the Web.
Message Text	Enter the message for the recipient of the email.
Email Address List	Enter the email address(es) of the receiver(s).
Distribute To	**Instruction**
***ID Type**	Required field. Defaults to **`User`**. To change the information, select data from the drop-down list. Valid values are **`User`** and **`Role`**.
***Distribution ID**	Required field. Defaults to the person's logon ID running the report. This user's ID can be changed by clicking the search icon. To add an additional Distribution ID, click the **+**. Click the **-** to remove a user.

3. Click **OK** to save the information and to return to the Process Scheduler page.

OR

Click **Cancel** to cancel the information and return to the Process Scheduler page.

Query

The ***Query*** is a graphical tool that allows easy retrieval of specific data by specifying the records, fields (e.g. Name, City, State), and criteria (i.e., ZIP Code = 32605) to be applied to the search. Query results can then be viewed via several methods.

For more information see:

Query Manager

This option allows the user to add, view, run, and modify an existing query. There are multiple tabs in Query Manager.

- ***Records*** - Allows listing of records chosen to be used to run a query.
- ***Query*** - Allows the fields to be selected to be used to create the query.
- ***Expressions*** - Allows for the adding of expressions to the query.
- ***Prompts*** - Allows the query to be designed to prompt for information when the query is run. The results can be narrowed to only data matching information rather than data from all records.
- ***Fields*** - Allows the creation of the query.
- ***Criteria*** - Identifies specific sorting requirements.
- ***Having*** - Allows the editing of properties for the query.
- ***View SQL*** - Allows the viewing of the structure query language that EmpowHR automatically writes for the fields that are selected.
- ***Run*** - Allows for the running of query reports.

For more information see:

Finding an Existing Query

To Find an Existing Query:

1. Select the ***Reporting Tools*** menu group.
2. Select the ***Query*** menu.
3. Select the ***Query Manager*** component. The Query Manager page is displayed.

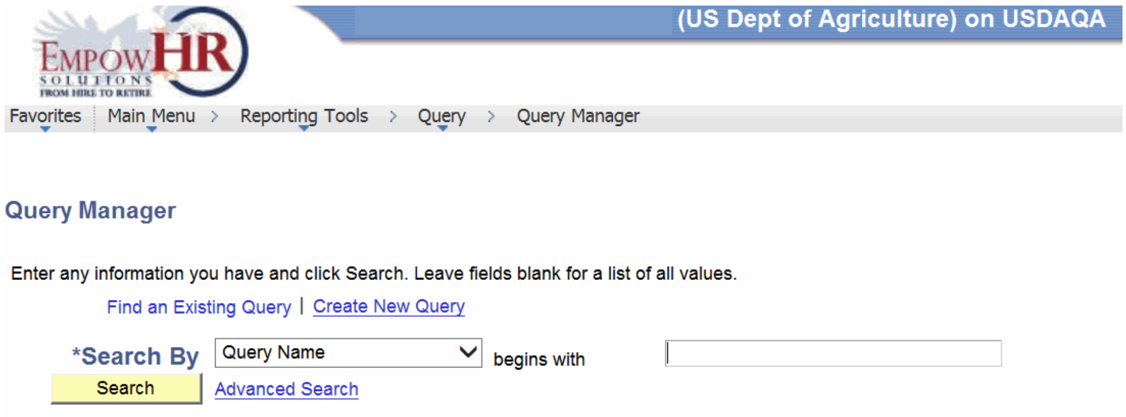


Figure 8: Query Manager Page

4. Complete the fields as follows:

Field	Description/Instruction
***Search By**	Required field. Select the value for the search criteria or select data from the drop-down list.
begins with	Corresponds to the Search By value.

5. Click **Search**. The Query Manager page is displayed. Query Manager is a list of queries displayed based on the search criteria entered.

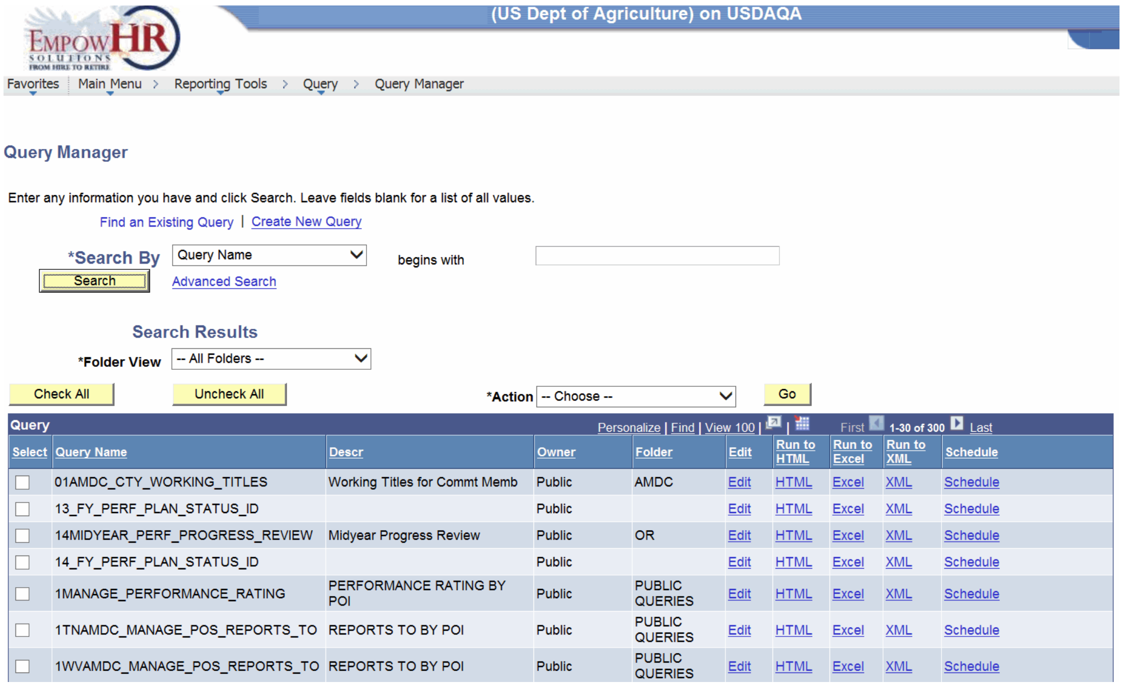


Figure 9: Query Manager Page (after clicking search)

6. Click the applicable link for the query. At this time, the ***Edit***, ***Run to HTML***, ***Run to Excel***, ***Run to XML***, and ***Schedule*** options are available. You can click the applicable link in the query row without having to open it.

7. Click the ***Edit*** link. The Fields tab is displayed.

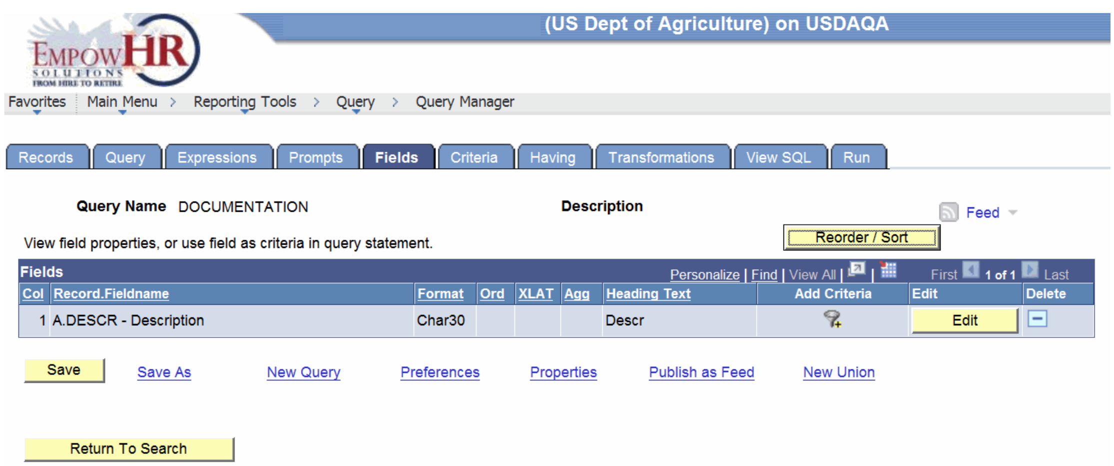


Figure 10: Query Manager Page - Fields Tab

8. Click **Save** to save the information.

OR

Click **Edit**. The Edit Fields Properties page (for the applicable record) is displayed.

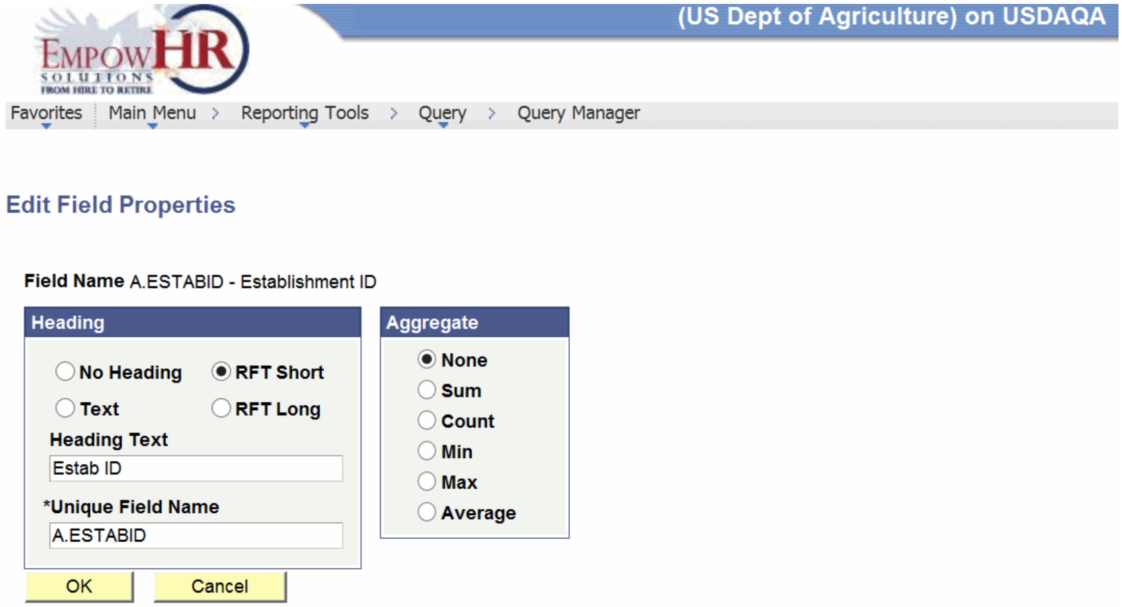


Figure 11: Edit Field Properties Page

9. Make the applicable changes.

10. Click **OK**. The Fields tab is displayed.

Note: It is important not to make changes to any query that the user did not create. To make changes to a query, rename and save the query before making the changes.

Creating a New Query

Below is a list to help in understanding the difference between public and private queries.

- Anyone can use a public query.
- Only the person who created a private query can use it.
- It is important not to make changes to any query that the user did not create. To make changes to a query, rename and save the query before making changes.
- Always save the private version that is created from a public query with a unique name. It is recommended to use initials as the first three letters of the query name.
- If a public query is created, consider creating a private copy with a unique name for specific use by the user. Therefore, if someone mistakenly changes a public query that the user created, a copy of the original will be available.

- When searching for a query from ***Query Manager Search***, EmpowHR will automatically list all private queries. Only the person that created the query will see these items. The public queries will be listed after the private queries.
- If a public query is run and does not receive the results, the user may not have the authorization to access some of the data used in that query.

Below are some tips for saving queries.

- Queries can be saved from any tab except the ***Records*** and ***Preview*** tabs.
- The query name must be all capital letters.
- Names can be up to 30 characters in length.
- No spaces or special characters are allowed except an underscore.
- It is suggested that initials are used before the query name.
- The Description can also be up to 30 characters in length.
- The Query Type will almost always be **`User`**.
- Choose **`Public`** or **`Private`** ownership depending on whether other should access the query.
- The Query Definition field allows for more detailed description or special notes.

To Create a Query:

1. Select the ***Reporting Tools*** menu group.
2. Select the ***Query*** menu.
3. Select the ***Query Manager*** component. The Query Manager page is displayed.

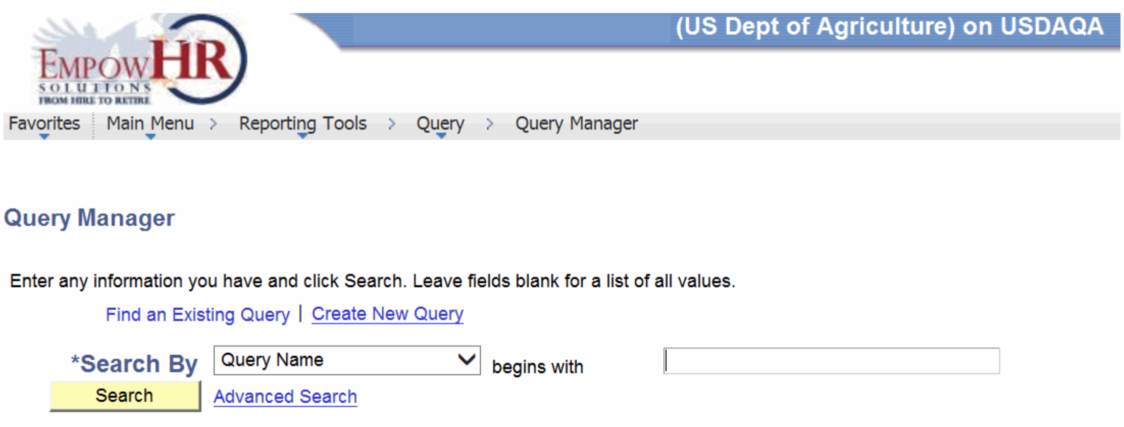


Figure 12: Query Manager Page

4. Click the ***Create New Query*** link. The Query Manager page - Records tab is displayed.

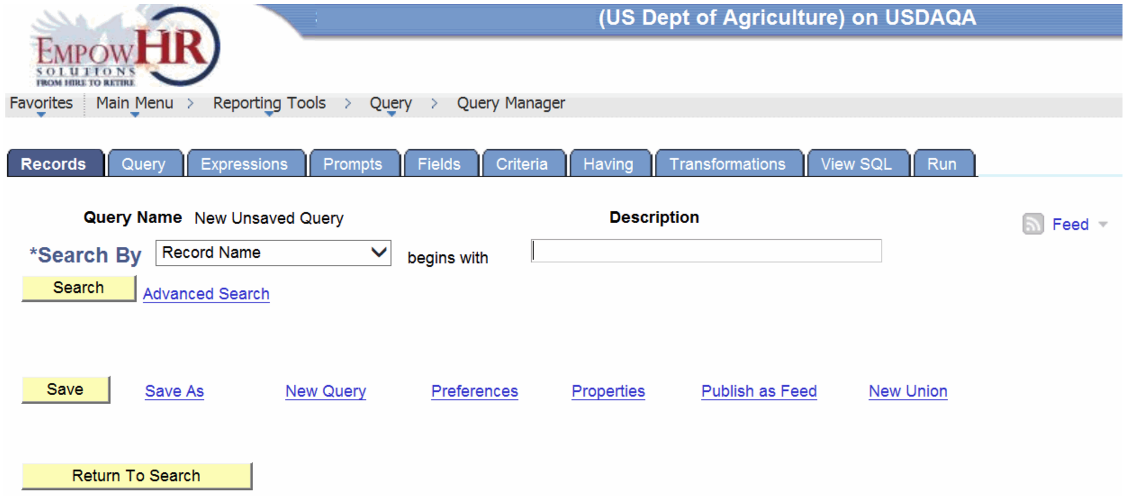


Figure 13: Query Manager Page - Records Tab

Note: The Query Name on the page displays as **`New Unsaved Query`**.

5. Complete the fields as follows:

Field	Description/Instruction
***Search By**	Required field. Select the value for the search criteria or select data from the drop-down list. Valid values are **`Access Group Name`**, **`Contains Field Name`**, **`Description`**, and **`Record Name`**.
begins with	Corresponds to the Search By value.

6. Click **Search**. The Search Results page is displayed based on the search criteria entered.

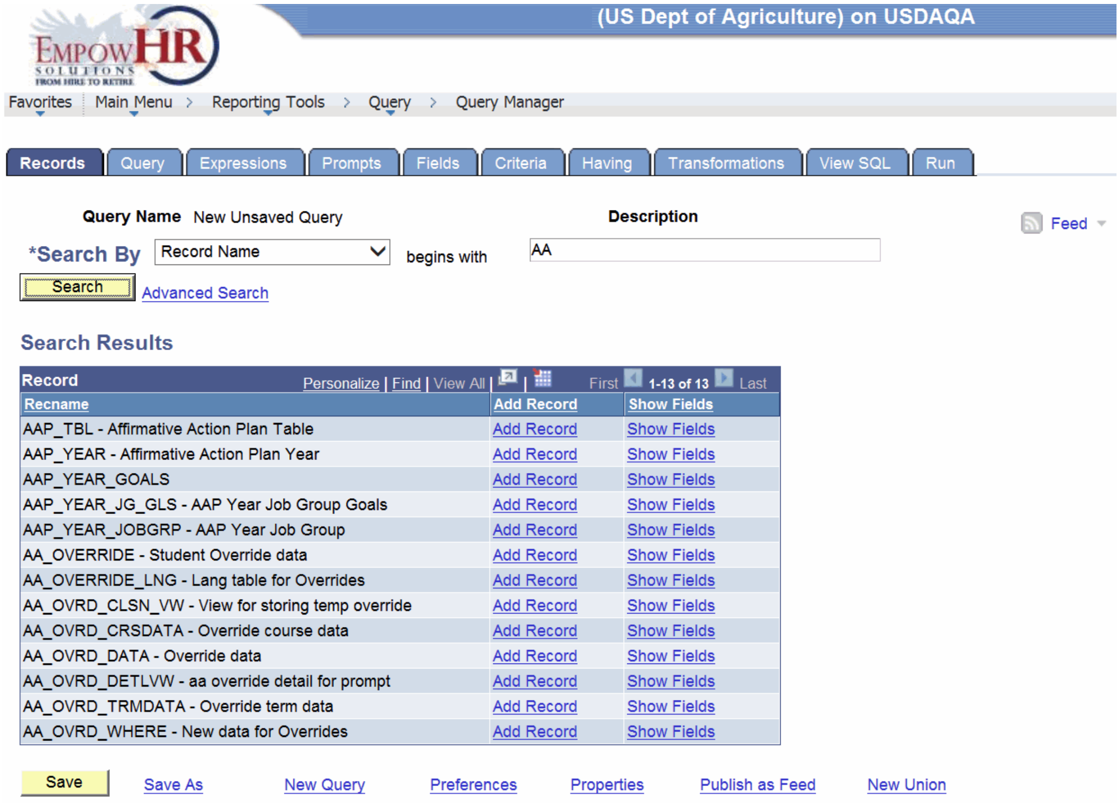


Figure 14: Search Results Page

7. Click the ***Add Record*** link to add the record to the query. The Query tab is displayed with the fields available for the applicable record.

Note: For many records, a popup will appear. Many tables in EmpowHR have an effective date criteria added. It is recommended to leave the criteria in the query, since most of the time the user will want to see the most recent data row. However, the criteria can be removed later to expand the query results. You must click **OK** on the popup to proceed to the Query tab.

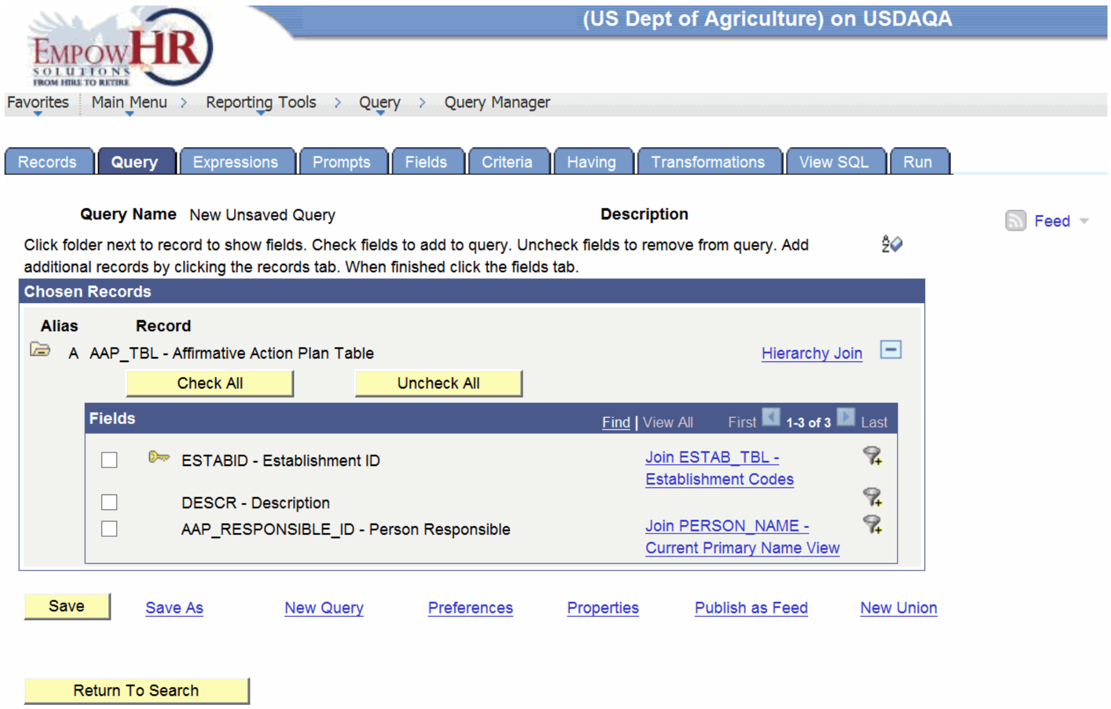


Figure 15: Query Manager Page - Query Tab

8. Check the boxes next to the fields that should be displayed on the query output. The fields selected will populate to the Fields tab.

   OR

   Click **Check All** to select all of the fields.

   OR

   Click **Uncheck All** to deselect all of the fields.

9. Click **Save**. The Enter a Name To Save this Query page is displayed.

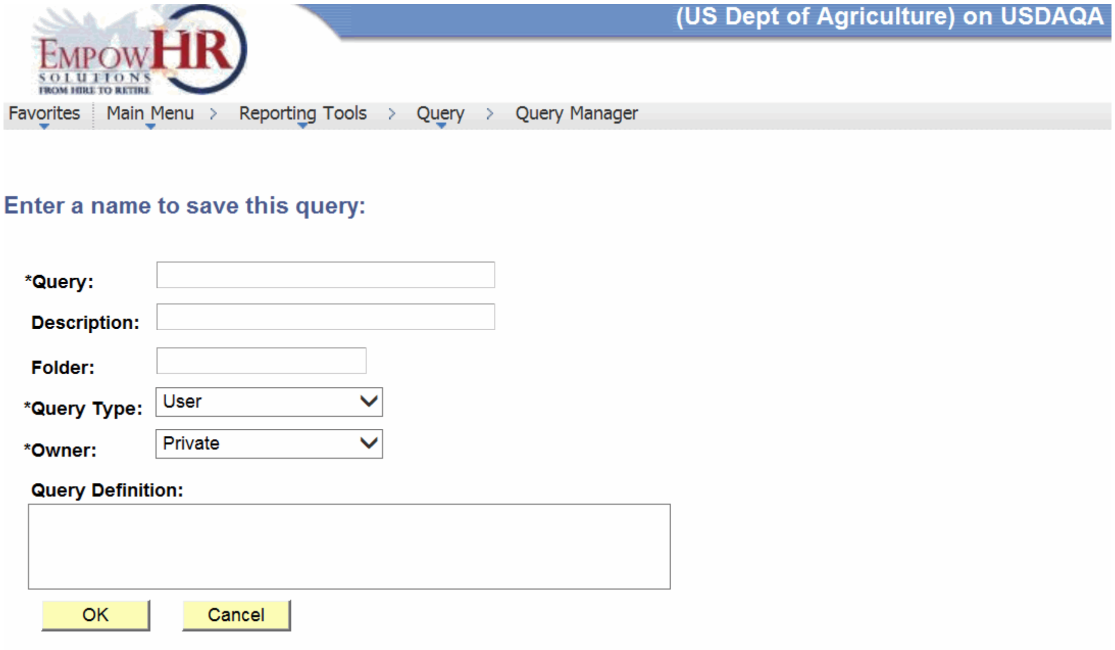


Figure 16: Enter a Name To Save this Query Page

10. Complete the fields as follows:

Field	Instruction
***Query**	Required field. Enter the query name.
Description	Enter description of the query.
Folder	Enter the folder where the query will be saved.
***Query Type**	Required field. Defaults to **`User`** and can be changed by selecting data from the drop-down list. Valid values are **`Archive`**, **`Process`**, **`Role`**, and **`User`**.
***Owner**	Required field. Defaults to **`Private`**. Valid values are **`Private`** and **`Public`**.
Query Definition	Enter the definition of the query.

11. Click **OK** to save the new query.

OR

Click **Cancel** to return to the Fields tab.

To Join Records:

1. Select the ***Records*** tab. The Query Manager page - Records tab is displayed. This page displays different information depending when the tab is selected. If the tab is selected after the initial search, then the page is displayed with no information. If the tab is selected after the Query tab is selected, then the page is displayed with the information populated from the Query tab.

2. Click the **Join Record** link. The Select Join Type page is displayed.

Figure 17: Select Join Type Page

3. Select the applicable radio button depending upon the type of join.

4. Click **OK**. This will join the record in the query.

To Work with Fields:

At this point the records and fields have been selected and saved.

1. Select the ***Fields*** tab. The Query Manager page - Fields tab is displayed.

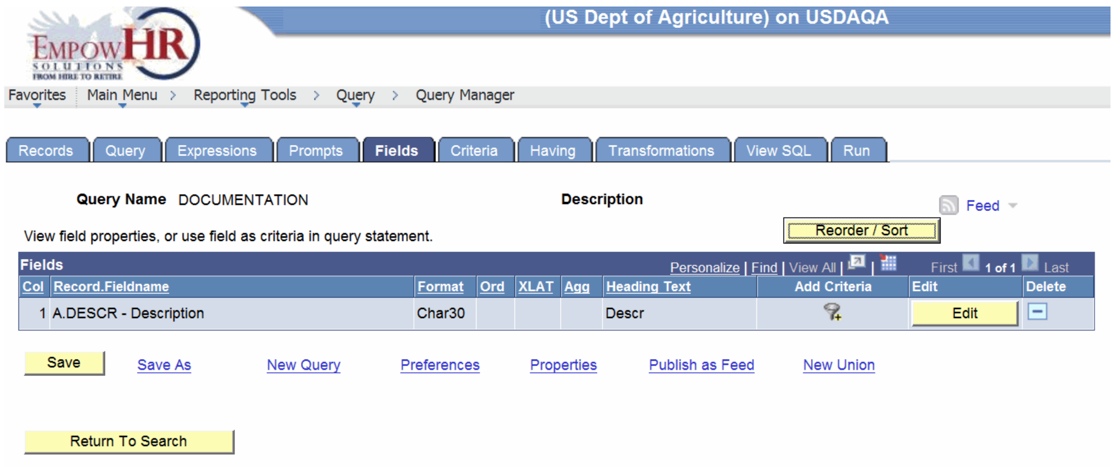


Figure 18: Query Manager Page - Fields Tab

EmpowHR identifies each field with a letter preceding the field name. The letter corresponds to the record from which the field is chosen. The records are labeled in sequential order, according to when the record is chosen.

2. Click **Reorder/Sort** in the upper-right corner of the Query Manager page - Fields tab to resort the fields in a different order in the query output. The Edit Field Ordering page is displayed.

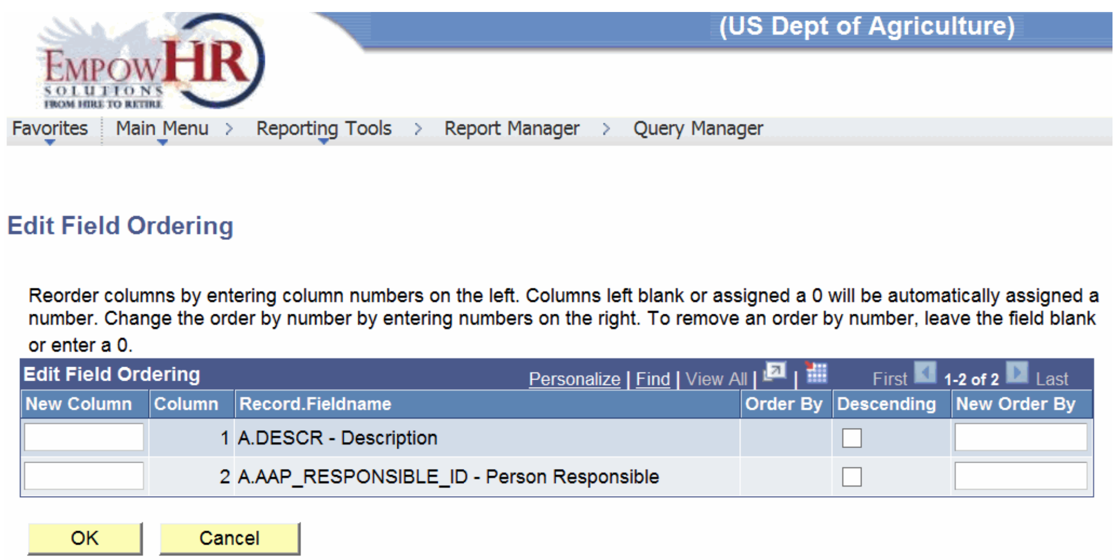


Figure 19: Edit Field Ordering Page

3. Reorder columns by entering column numbers on the left. Columns left blank or assigned a `0` and will be automatically assigned a number. Change the order by entering numbers on the right. To remove an order that has a number, leave the field blank or enter a `0`.

4. Click **OK** to display the new order of the fields.

To Add Criteria:

This option allows the user to narrow down the amount of records in the query output and to choose specific types of data needed to add criteria to the query.

1. Select the ***Criteria*** tab. The Query Manager page - Criteria tab is displayed. The Criteria tab has several criteria elements. EmpowHR added these elements automatically to the query when the records were joined.

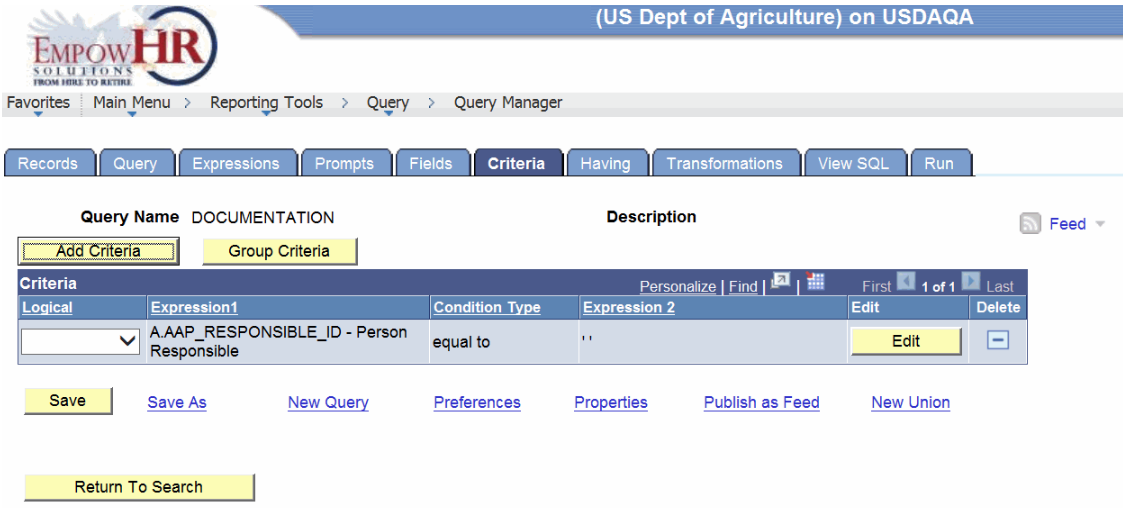


Figure 20: Query Manager Page - Criteria Tab

2. Click **Add Criteria** to add the criteria for the report. The Edit Criteria Properties page is displayed.

Figure 21: Edit Criteria Properties Page

3. Complete the fields as follows:

Field	Instruction
Choose Expression 1 Type	Select the applicable radio button. Valid values are **`Field`** and **`Expression`**.
Expression 1 Choose Record and Field	**Description**
Record Alias.Fieldname	Displays the field name selected from the Fields page.
Field	**Description/Instruction**
***Condition Type**	Required field. Defaults to **`equal to`**. Change if applicable by selecting data from the drop-down list. The following table describes the available Condition Types. For each Condition type, Query manager offers a not option that reverses its effect. For example, **`not equal to`** returns all rows that **`equal to`** would not return.
Choose Expression 2 Type	Displays the value that corresponds to the Expression 1 Type.
Expression 2 Define Constant	**Instruction**

Field	Instruction
Constant	Enter the constant or search for and select a constant by clicking the search icon.

Based on the options selected in each field, a new page may be displayed. Enter applicable information on each page.

4. Click **OK** to save the entries. The Query Manager page - Criteria tab is displayed.

   OR

   Click **Cancel** to cancel the entries. The Query Manager page - Criteria tab is displayed.

Other Ways to Add/Edit Criteria on the Query Tab:

1. Select the ***Query*** tab. The Query Manager page - Query tab is displayed.
2. Click the + next to the field to add criteria to that field. The Edit Criteria Properties page is displayed.
3. Add/edit the applicable criteria.
4. Click **OK**.

Other Ways to Add Criteria on the Criteria Tab:

1. Select the ***Criteria*** tab. The Query Manager page - Criteria tab is displayed.
2. Click **Add Criteria**. The Edit Criteria Properties page is displayed.

3. Click the search icon in the Expression 1 group box. The Select a field page is displayed.

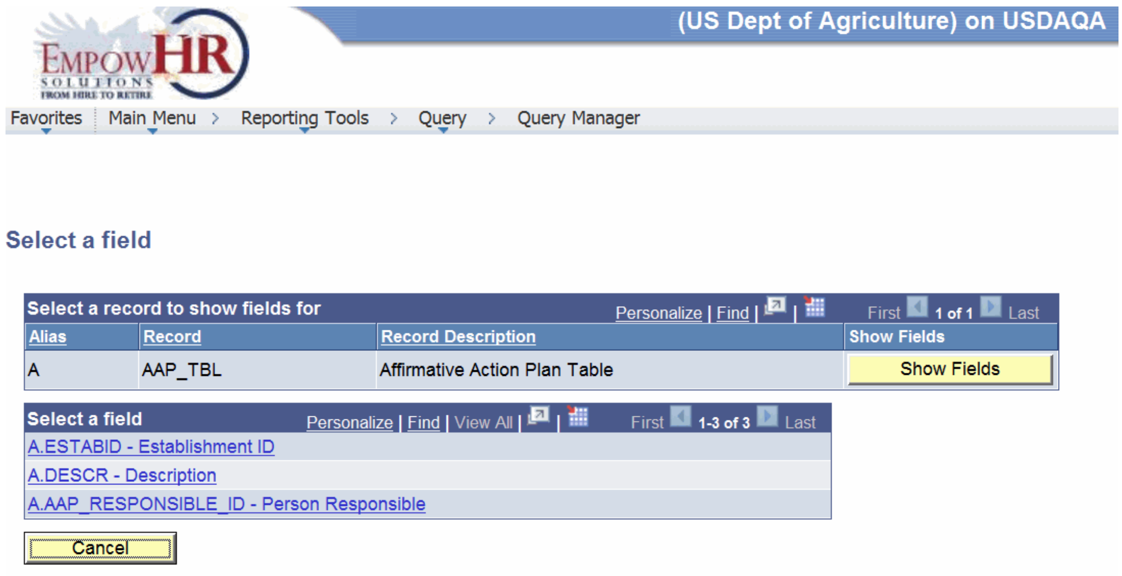


Figure 22: Select a field Page

4. Click **Show Fields** to view the record.

5. Click any link under Select a Field to select the applicable record. The Edit Criteria Properties page is displayed.

To Remove Criteria:

1. Select the ***Criteria*** tab. The Query Manager page - Criteria tab is displayed.

2. Click the **-** beside the applicable criteria statement to delete. The criteria is deleted.

Note: There is no confirmation popup. Clicking the **-** deletes the criteria.

To Work with Prompts:

Queries can be designed to prompt for information when they are run. Therefore, the results of the query are narrowed to only the data matching the information entered, rather than data from all records.

1. Select the ***Criteria*** tab. The Query Manager page - Criteria tab is displayed.

2. Click **Add Criteria**. The Edit Criteria Properties page is displayed.

3. Click the search icon in the Expression 1 group box. The Select a field page is displayed.

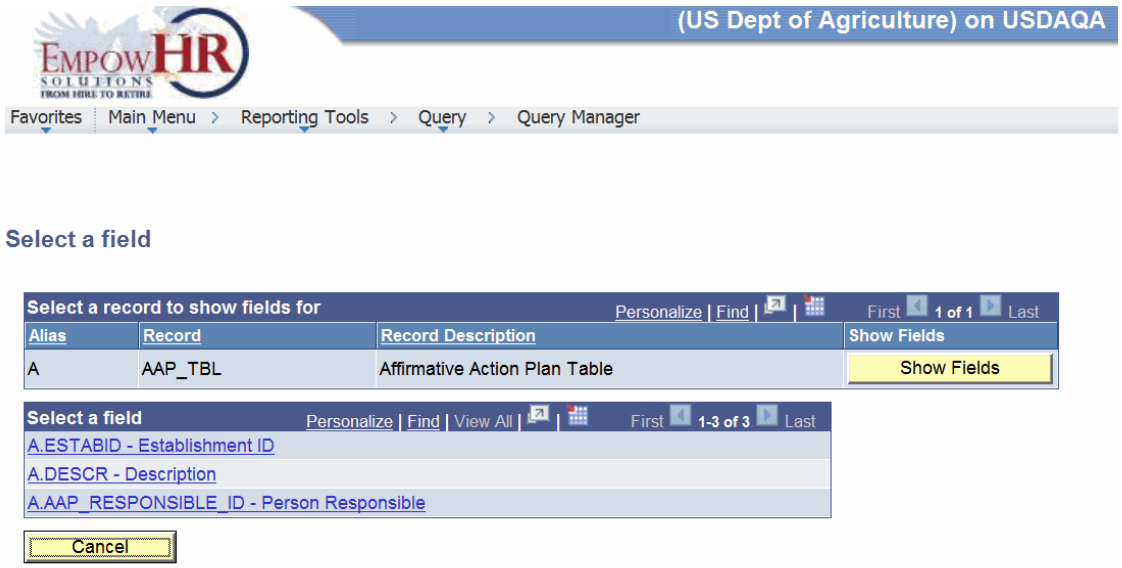


Figure 23: Select a field Page

4. Click **Show Fields**. A list of available fields is displayed.

5. Select a field name. You are returned to the Edit Criteria Properties page.

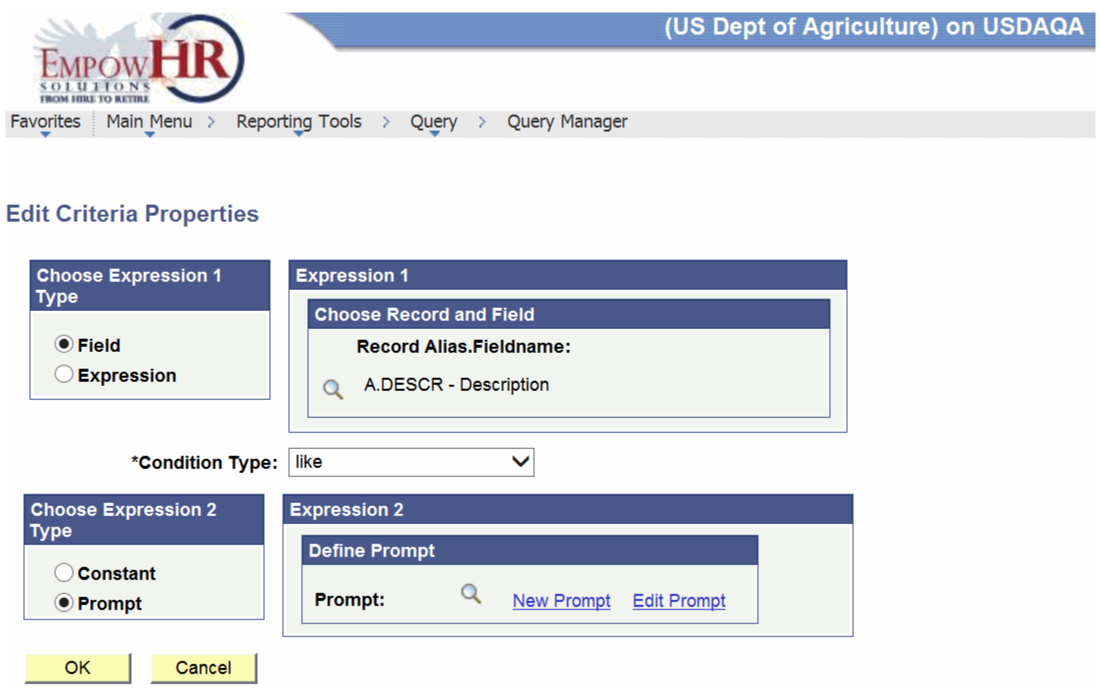


Figure 24: Edit Criteria Properties Page - Define Prompt

6. Click the ***New Prompt*** link. The Edit Prompt Properties page is displayed.

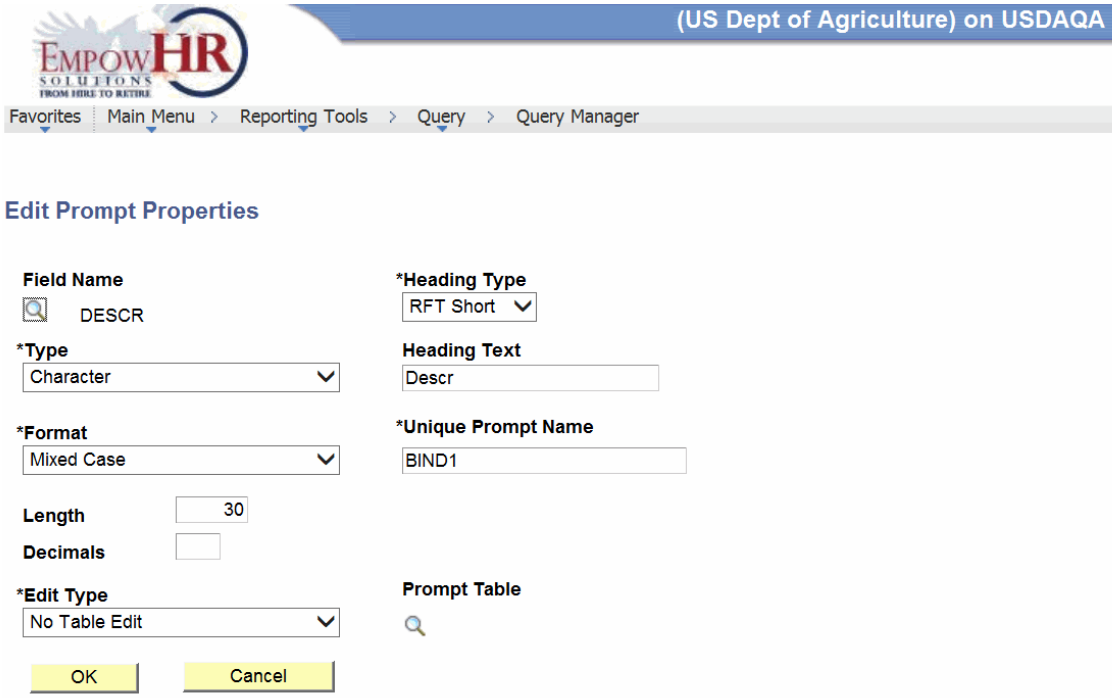


Figure 25: Edit Prompt Properties Page

7. Review the information on the Edit Prompt Properties page and make any changes if applicable.

8. Click **OK** to save any changes made. You are returned to the Edit Criteria Properties page.

   OR

   Click **Cancel** to close the page and return to the Edit Criteria Properties page.

9. On the Edit Criteria Properties page, click the drop-down list next to the Condition Type.

10. Select **`like`**.

11. In the Choose Expression 2 Type group box, select the **`Prompt`** radio button. The Define Prompt field is displayed.

12. Change the Heading Type as applicable.

13. Change the Heading Text as applicable. The Heading Text is the message that will be displayed when prompted.

14. To search the prompt selections, verify that the value **`Prompt Table`** is selected on the *Edit Type drop down.

15. Click **OK**. The Edit Criteria Properties page is displayed.

16. Click **OK**. The Query Manager page - Criteria tab is displayed.

To Work with Translate Values:

When selecting fields, sometimes it is necessary to join to another record to retrieve the description for that field. For some fields, EmpowHR includes an **XLAT** value that allows the viewing of the descriptive version of the field without going to a separate table.

1. Select the ***Fields*** tab. The Query Manager page - Fields tab is displayed. On the column headings above the fields, if the field is a translate value, an **N** will appear under the **XLAT** column heading.

2. Select **Edit** beside a field name. The Edit Field Properties page is displayed.

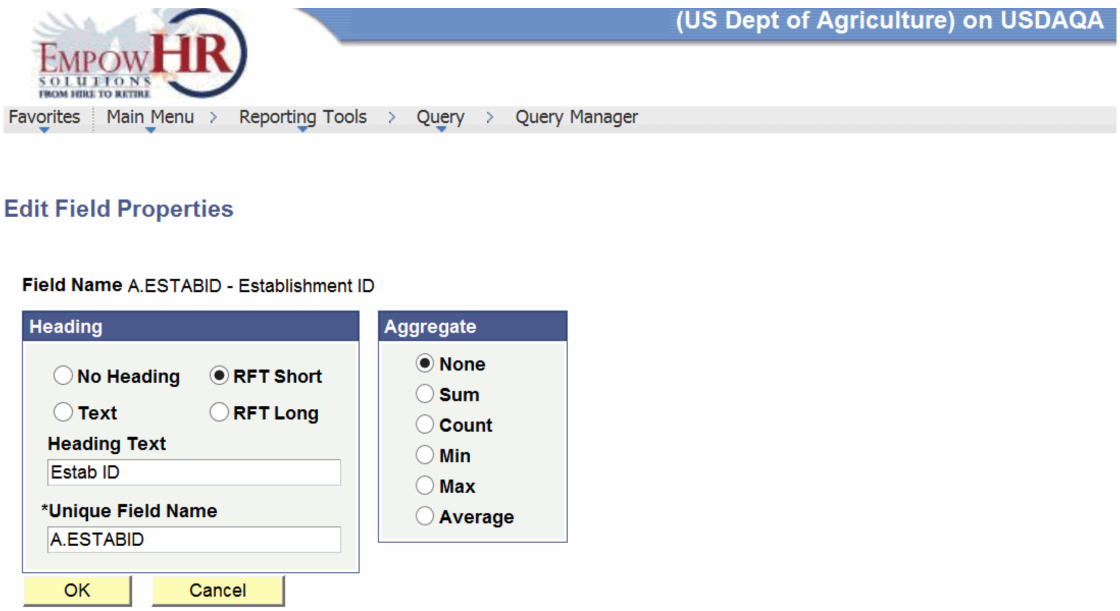


Figure 26: Edit Field Properties Page

3. The Heading field gives the option to either select **RFT Short** or **RFT Long** for either a short or long description. Make the applicable selection.

4. Click **OK**. The Fields tab is displayed. An **L** now appears in the **XLAT** column heading.

To Export Data:

Query Manager allows the export of data to Excel or to a text document in CSV format. Export data is derived from the ***Run*** tab.

1. Select the ***Query Manager*** component.

2. Search for a query that has been created. The Query Manager page is displayed with a list of available queries. Each query has the option of either being run in an Excel or HTML format.

3. Click the ***Run to HTML*** or ***Run to Excel*** link without opening the query.

4. Click **Open** to open the type of selection made and view the query.

   OR

   Click **Save** to save a file.

   OR

   Click **Cancel** to return to the page.

Query Viewer

This option allows the user to view and run existing queries.

To View a Query:

1. Select the ***Reporting Tools*** menu group.

2. Select the ***Query*** menu.

3. Select the ***Query Viewer*** component to search for the query that has been created. The Query Viewer page is displayed.

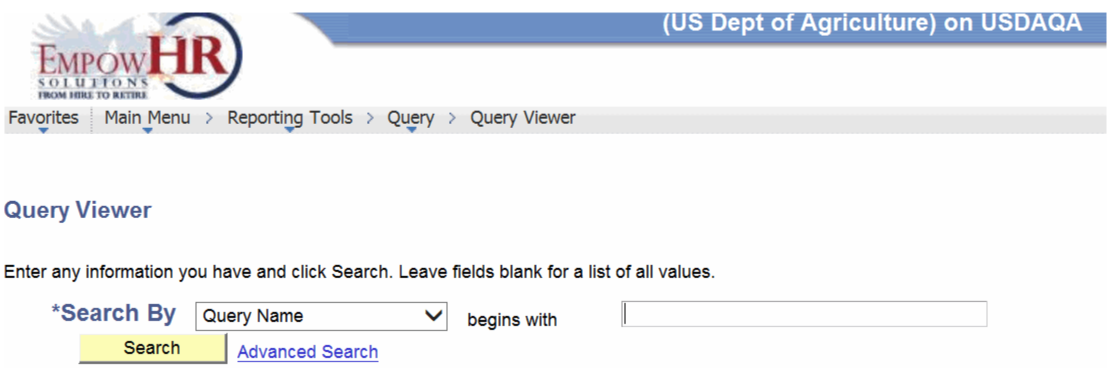


Figure 27: Query Viewer Page

4. Complete the fields as follows:

Field	Description/Instruction
***Search By**	Required field. Select a value to search for a Query or select data from the drop-down list.
begins with	Corresponds to the search value selected.

5. Click **Search**. The Query Manager page is displayed. For more information on this page refer to ***Query Manager*** (on page 11) in this procedure.

Schedule Query

This option allows the user to schedule a run time for standard queries.

To Schedule a Query:

1. Select the ***Schedule Query*** component. The Schedule Query page - Find an Existing Value tab is displayed.

Figure 28: Schedule Query Page - Find an Existing Value Tab

2. Complete the fields as follows:

Field	Description/Instruction
Search by	Select a value to search for a Query or select data from the drop-down list.
begins with	Corresponds to the search value selected.
Case Sensitive	Check this box if the search criteria is case sensitive.

3. Click **Search**. The Schedule Query page is displayed.

OR

Select the ***Add a New Value*** tab. The Schedule Query page - Add a New Value tab is displayed.

Figure 29: Schedule Query Page - Add a New Value Tab

4. Complete the field as follows:

Field	Instruction
Run Control ID	Enter the run control identification (ID) information for the query being added.

5. Click **Add**. The Schedule Query page is displayed.

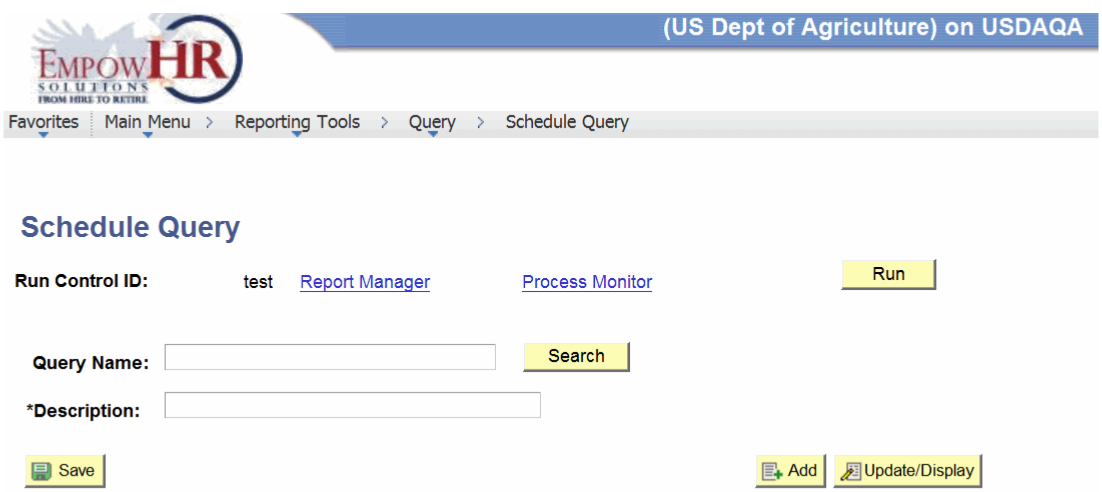


Figure 30: Schedule Query Page

6. Complete the fields as follows.

Field	Description/Instruction
Run Control ID	Populated based upon the search criteria entered.
Query Name	Enter the query name.
***Description**	Required field. Enter a description of the query.

7. Click **Save**.

At this point, the following options are available:

Step	Description
Click **Add**	Returns the user to the applicable page to add a query.
Click Update/Display	Returns the user to the applicable page to update a query.

Report Manager

This is a view-only function and displays a list of any reports that have been created in EmpowHR.

To Use Report Manager:

1. Select the ***Reporting Tools*** menu group.

2. Select the ***Report Manager*** component. The Report Manager page - List tab is displayed.

Figure 31: Report Manager Page - List Tab

3. Complete the fields as follows:

View Reports For	Instruction
Folder	Select the name of the folder from the drop-down list.
Instance	Enter the beginning number of the instance.
to	Enter the ending number of the instance.
Name	Enter the name of the person who created the report.
Created On	In the first part of the field, enter the date the report was created or select a date from the calendar icon. In the second part of the field, click the down arrow to select either `Last` (to enter the applicable number in `Days`, `Hours`, `Minutes`, or `None` to be included in the viewing of the report) or select `Date Range` (to select the applicable `From` and `To` dates to be included in the viewing of the report).

Reports	Description
Report	Populated with the reports available for the search criteria entered.
Report Description	Populated with the description of each report available for the search criteria entered.
Folder Name	Populated with the applicable folder name.
Completion Date/Time	Populated with the date and time the report was created.
Report ID	Populated with the report identification (ID).
Process Instance	Populated when the report was created.

4. Click **Refresh** to refresh the page and search for additional reports.

5. Select the ***Explorer*** tab. The Report Manager page - Explorer tab is displayed. This option displays a list of reports that were created by the user. If no reports were created, the page will display *No Reports To Display*.

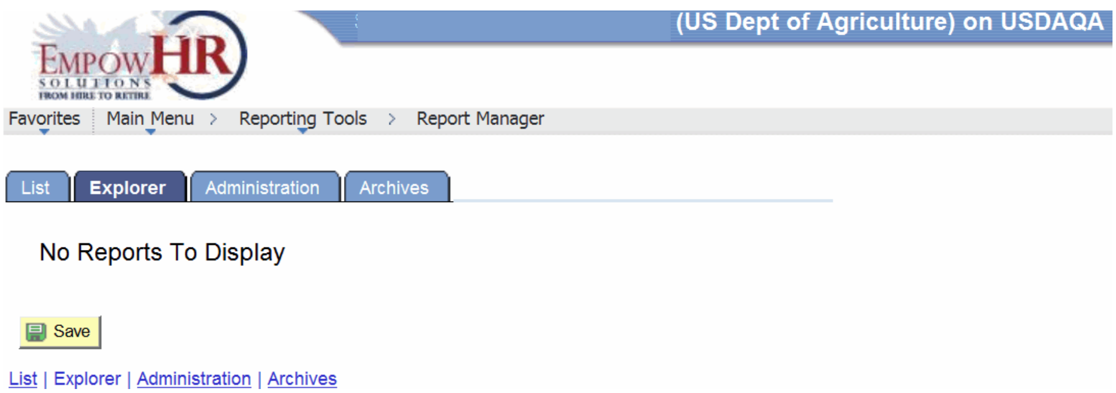


Figure 32: Report Manager Page - Explorer Tab

6. Select the ***Administration*** tab. The Report Manager page - Administration tab is displayed.

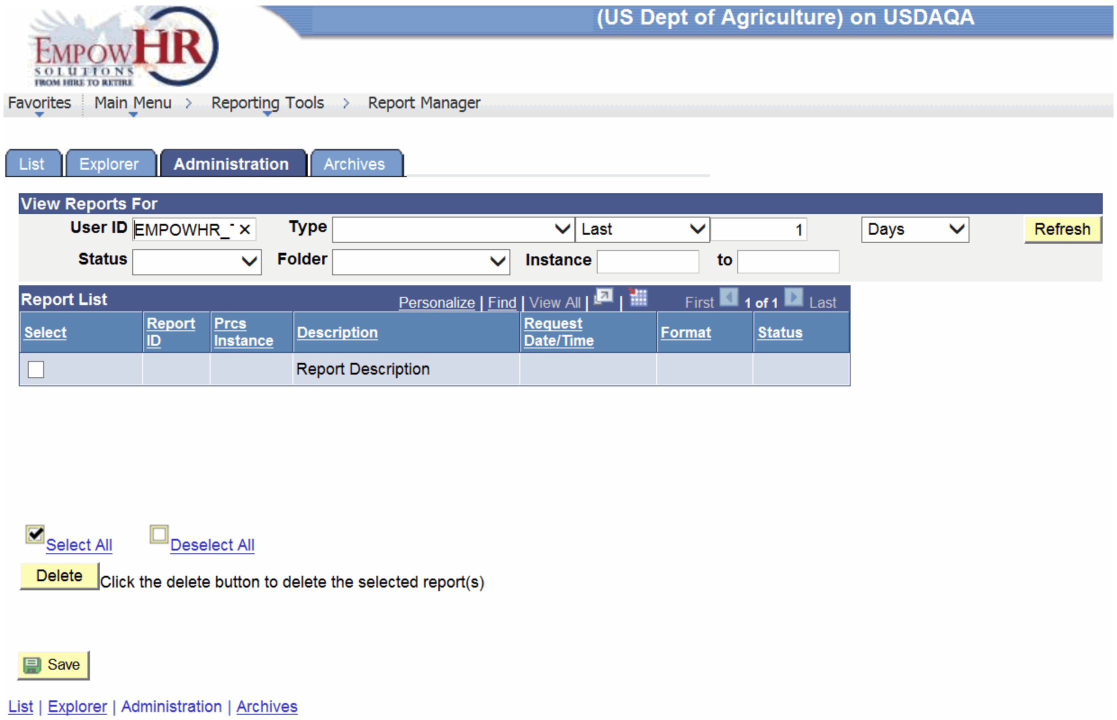


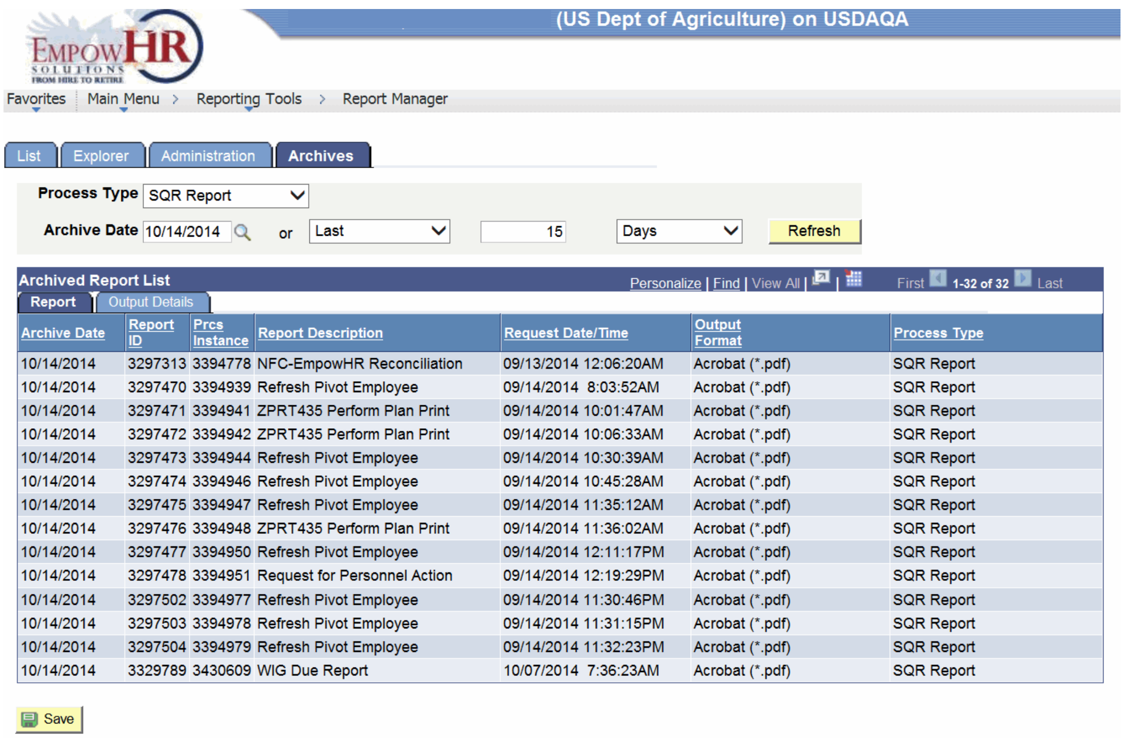
Figure 33: Report Manager Page - Administration Tab

7. Complete the fields as follows:

View Reports For	**Description/Instruction**
User ID	Populated with the user ID from the EmpowHR sign-on. The ID represents the person who generated the report.
Type	In the first part of the field, select the applicable type of software used to format the report from the drop-down list. In the second part of the field, click the down arrow to select either **`Last`** (to enter the applicable number in **`Days`**, **`Hours`**, **`Minutes`**, or **`None`** to be included in the viewing of the report) or select **`Date Range`** (to select the applicable **`From`** and **`To`** dates to be included in the viewing of the report).
Status	Select the applicable status from the drop-down list.
Folder	Select the applicable folder name from the drop-down list.
Instance	Enter the beginning number of the instance.
to	Enter the ending number of the instance.
Report List	**Description/Instruction**
Select	Check this box to select the report.

Report ID	Populated when the report was created.
Prcs Instance	Populated when the report was created.
Description	Populated with the description of the report.
Request Date/Time	Populated with the date and time the report was created.
Format	Populated with the format that was used to create the report.
Status	Populated with the status of the report.

8. Select the ***Archives*** tab. The Report Manager page - Archives tab - Report tab is displayed. The Report tab is a view-only tab.



Archive Date	Report ID	Prcs Instance	Report Description	Request Date/Time	Output Format	Process Type
10/14/2014	3297313	3394778	NFC-EmpowHR Reconciliation	09/13/2014 12:06:20AM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297470	3394939	Refresh Pivot Employee	09/14/2014 8:03:52AM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297471	3394941	ZPRT435 Perform Plan Print	09/14/2014 10:01:47AM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297472	3394942	ZPRT435 Perform Plan Print	09/14/2014 10:06:33AM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297473	3394944	Refresh Pivot Employee	09/14/2014 10:30:39AM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297474	3394946	Refresh Pivot Employee	09/14/2014 10:45:28AM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297475	3394947	Refresh Pivot Employee	09/14/2014 11:35:12AM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297476	3394948	ZPRT435 Perform Plan Print	09/14/2014 11:36:02AM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297477	3394950	Refresh Pivot Employee	09/14/2014 12:11:17PM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297478	3394951	Request for Personnel Action	09/14/2014 12:19:29PM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297502	3394977	Refresh Pivot Employee	09/14/2014 11:30:46PM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297503	3394978	Refresh Pivot Employee	09/14/2014 11:31:15PM	Acrobat (*.pdf)	SQR Report
10/14/2014	3297504	3394979	Refresh Pivot Employee	09/14/2014 11:32:23PM	Acrobat (*.pdf)	SQR Report
10/14/2014	3329789	3430609	WIG Due Report	10/07/2014 7:36:23AM	Acrobat (*.pdf)	SQR Report

Figure 34: Report Manager Page - Archives Tab - Report Tab

9. Select the ***Output Details*** tab to view the details of the report(s). The Report Manager page - Archives tab - Output Details tab is displayed. The Output Details tab is a view-only tab.

Archive Date	Report ID	Prcs Instance	Report Directory	Output Directory
10/14/2014	3297313	3394778		USDAPRD/20140914/3297313
10/14/2014	3297470	3394939		USDAPRD/20140914/3297470
10/14/2014	3297471	3394941		USDAPRD/20140914/3297471
10/14/2014	3297472	3394942		USDAPRD/20140914/3297472
10/14/2014	3297473	3394944		USDAPRD/20140914/3297473
10/14/2014	3297474	3394946		USDAPRD/20140914/3297474
10/14/2014	3297475	3394947		USDAPRD/20140914/3297475
10/14/2014	3297476	3394948		USDAPRD/20140914/3297476
10/14/2014	3297503	3394978		USDAPRD/20140914/3297503
10/14/2014	3297504	3394979		USDAPRD/20140914/3297504
10/14/2014	3329789	3430609		USDAPRD/20141007/3329789

Figure 35: Report Manager Page - Archives Tab - Output Details Tab

10. Click **Save**. The report parameters are saved (i.e., Process Type).

For more information see:

Using Report Manager

To Use Report Manager:

1. Select the ***Reporting Tools*** menu group.

2. Select the ***Report Manager*** component. The Report Manager page - List tab is displayed. There are multiple tabs in the option ***List***, ***Explorer***, ***Administration***, and ***Archives***. The

drop-down lists on these pages are used as filters. These filters narrow the search for a report. To run a report, refer to ***Report Functions*** (on page 1) in this manual.

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